

### CM/ECF - Filing the NDR (Summary)

**1) Trustee 341 Filings (*Radio Buttons*) - Insert 341 Date. Displays cases assigned to the trustee logged in for the applicable 341 date.**

**2) Trustee Category (*Manual Entries*)**

| Event  | Description  | Additional Information   |
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| 1) No Action   | No docket entry made.  | Keeps case on report for future action, if applicable.   |
| 1) Initial Report  | Trustee's Initial Report & First Meeting Held docketed.  | Use if asset determination has not been made.  |
| 1) Continue To   | Date, Time & Location of continued meeting docketed.   | Use if you are continuing the 341 meeting. (Not if attorney informs you he/she will request a continuance.)  |
| 1) NDR - No Funds<br>2) Ch. 7 Trustee's Report of No Distribution  | Ch. 7 Trustee's Report of No Distribution docketed. (Standard text used nationwide)<br><br>Includes values entered into data fields by debtor and trustee. | Use in no asset cases in which funds were not received.<br><br>Includes additional data fields from schedules (if entered).<br><br>** Assets Exempt (6C) - Trustee can insert amount but is NOT required to do so by the Bankruptcy Administrator. |
| 1) NDR - Dismiss/Convert No Funds<br>2) Ch. 7 Trustee's Report of No Distribution - dismissed or converted, no funds | Ch. 7 Trustee's Report of No Distribution docketed. (Standard text used nationwide)  | Use when case is dismissed, converted or reassigned with no funds being received by the trustee. (Use reassigned if trustee had to reassign to another trustee after 341 meeting date)<br><br>No additional data fields opened.                    |

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| <p>1) NDR - Dismiss/Convert Funds</p> <p>2) Ch. 7 Trustee's Report of No Distribution - dismissed or converted, some funds collected</p> | <p>Ch. 7 Trustee's Report of No Distribution docketed. (Standard text used nationwide)</p> <p>Includes values entered into data fields by debtor and trustee.</p> | <p>Use when case is dismissed or converted when funds have been received by the trustee.</p> <p>Includes additional data fields from schedules (if entered).</p> <p>** Assets Collected field is accessible by the trustee for data entry or modification as necessary. Trustee will enter amount of assets collected prior to dismissal or conversion.</p>   |
| <p>1) NDR - Min Funds (aka Minimal Funds)</p> <p>2) Ch. 7 Trustee's Report of No Distribution - minimal funds collected</p>              | <p>Ch. 7 Trustee's Report of No Distribution docketed. (Standard text used nationwide)</p> <p>Includes values entered into data fields by debtor and trustee.</p> | <p>Use when trustee handles funds, but did not distribute funds to creditors.</p> <p>Includes additional data fields from schedules (if entered).</p> <p>** Assets Exempt (6C) - Trustee can insert amount but is NOT required to do so by the Bankruptcy Administrator.</p> <p>** Assets Collected field is accessible by the trustee for data entry or modification as necessary. Trustee will enter amount of assets collected after funds have been returned to the debtor.</p> |
| <p>2) Meeting Not Concluded (Text)</p>   | <p>341 Meeting Not Concluded docketed. Will be prompted to insert reason meeting wasn't concluded into docket text.</p>   | <p>Use when meeting not held or concluded for one or both debtors. Examples:</p> <p>Debtor(s) did not appear<br/>Joint filing and only 1 debtor appeared</p> <p>Sets due date for court to follow-up with debtor(s) or attorney.</p>  |